

Minutes of the Dudley Housing Authority Meeting April 8th 2025

1. **Roll Call:**

The meeting was called to order at 6:03 PM by Chairman, Daniel Jachimczyk. Members present in addition to Daniel Jachimczyk, were Donald Cristina, Thomas Placzek and Colin Humphries (Via Zoom) . Also Present was Jeremiah Blankenbaker and Eric Reardon. Lynn Millette and were absent

2. **Acceptance of Minutes:**

The minutes of the regular meeting of March were presented to the Board for approval.

Motion: Donald Cristina motioned¹ to accept the minutes of the regular meeting of March 11th, 2025. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously.

3. **New Business**

Jeremiah Blankenbaker presented the status of active Capital Projects

- 080054 Joshua Place Water Infiltration
 - Jeremiah Blankenbaker reported Work is expected to resume in the second week of April
- 080059 Roll-in Shower Unit A & B Crawford
 - The contract has been issued by EOHLC and signed.
 - The Pre-Con Meeting is scheduled for April 8th, 2025
 - Notice to Proceed was issued on April 8th
- 080057 Flooring Replacement – Crawford
 - The additional budget need has been awarded, and awaiting the contract to be issued
- 080060 Water Damage in Building 15 Units 1B & 3B
 - The Construction Documents are completed, but bidding was delayed due to spec changes requested by the Authority to prevent the need for possible rework and change orders once work starts.
 - Project has been sent to bid closing in the first week of May
- ADA Compliance Upgrades to the Community Building Entry Ways
 - Jeremiah Blankenbaker reported that to start the project, a revision to the CIP will need to be initiated, which is in process

Changing Fire Monitoring and Inspection Contractor

- Jeremiah Blankenbaker requested Board approval to change the Authority's vendor for fire safety inspection and monitoring. The Authority has experienced a number of service issues with their current Fire Monitoring and Inspection Contractor: Johnson Controls. Jeremiah Blankenbaker has solicited quotes from other contractors, to replace Johnson Controls services.
- Jeremiah Blankenbaker recommended Encore Fire Protection who quoted \$2,960 for three years (JC current costs is \$3.7K) for inspection. The response for the RFQ for monitoring is still in progress.
- Jeremiah Blankenbaker requested the Board to approve Encore Fire Protection's proposed contract
- Motion to approve Encore Fire Protection's proposed contract. Daniel Jachimczyk motioned² to approve Encore Fire Protection's proposed contract. The motion was seconded by Donald Cristina, which upon being put to a vote was passed unanimously

Renewal of Authorization for the Executive Director to approve Contract for Financial Assistance with EOHCL

- Jeremiah Blankenbaker requested Board approval to renew the authorization for the Executive Director to approve Contracts for Financial Assistance with EOHLC.
- Motion to approve to Renew the Authorization for the Executive Director to approve Contract for Financial Assistance with EOHCL. Donald Cristina motioned³ to approve Renewal the Authorization for the Executive Director to approve Contract for Financial Assistance with EOHCL. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously

Rekeying of Locks

- Jeremiah Blankenbaker requested an Executive Session to review the rekeying of the locks due to personal information being disclosed. The Executive Session will occur after the regular meeting concluded.
- Motion to approve to Executive Session to discuss the Rekeying of Joshua Plc's locks. Daniel Jachimczyk motioned⁴ to approve to move the issue of Rekeying of Joshua Plc's locks to Executive Session. The motion was seconded by Donald Cristina, which upon being put to a vote was passed unanimously

4. **Old Business**

Special Meeting

- Jeremiah Blankenbaker followed up with setting a date for the Special Meeting to lay out a preliminary plan of focus for the Housing Authority's future to meet the needs of the community. After discussion, Jeremiah proposed that the Board Meeting Scheduled for June 2025 focus on the discussion of the Authority's future plans.

Petition to MASS DOT

- Jeremiah Blankenbaker presented updated received from MASS DOT's work to improve the pedestrian crossing at the West Main St, Airport Rd and Joshua Plc intersection.

5. Director's Report

Vacancies

The Executive Director reported that currently there are two vacancies.

- Bld 15 1B
- Bld 15 3B
- Bld 17 2C- Will be occupied on April 14th
- Bld 4 1D

Treasurer's Report

The Executive Director presented the Monthly Treasurer's Report

6. Any Unknown Business that May be Missing to Come Before the Board

Items that were not included in the Original Agenda published, as they were received after the deadline to publish the Meeting Agenda

Hometown Bank CD accounts have matured.

- The Authority received notification on April 4th, that the CD accounts at Hometown Bank will mature on 4/30/25. If the board wishes to keep the accounts' terms as is (12 & 24 months) no action is needed. Jeremiah Blankenbaker is recommending that the Authority maintain the accounts as is.
- Motion to approve to Maintain the CD Accounts at Hometown Bank as is. Daniel Jachimczyk motioned⁵ to approve to Maintain the CD Accounts at Hometown Bank as is. The motion was seconded by Donald Cristina, which upon being put to a vote was passed unanimously

7. General Discussion

8. Vouchers, Bills, Warrants and Communications

Vouchers were examined, checks and warrants were signed.

9. Executive Session to discuss the Rekeying of Joshua Plc's locks

The Board of Commissioners Adjourned the Executive Session at 6:30 pm. The following minutes are summary for the meeting's transcription.

In attendance: Chairman, Daniel Jachimczyk. The members present, in addition to Daniel Jachimczyk, were Donald Cristina, Thomas Placzek and Colin Humphries (Via Zoom). Also Present was Jeremiah Blankenbaker and Eric Reardon

Jeremaih Blankenbaker received a report 3 weeks prior to the meeting that a resident has suspected that someone had gone into their unit with a key overnight and reported that they always lock their door. The resident also suspected that someone would enter their neighbor's unit while they were not home. Eirc & Jeremiah were not on site when these incidents occurred, raising concerns that the master key has been comprised.

Jeremiah Blankenbaker explained that a comprised master key meant that an unauthorized person had a copy of the Authority's master key, and that it was believed that copies may have been provided to other residents and former board members by past management. Jeremiah Blankenbaker had also found that a master key was left unsecured, hanging outside the Authority's office to allow home aids entry into the buildings, believing that this was the key to the buildings only. This key was secured Sept 2024 when Jeremiah matched and tested that this key was a mater key.

Jeremiah Blankenbaker requested Board approval to rekey all of Joshau Plc with a new master key. The Authority received two responses from RFQs sent out: the lowest bid was Lock-Out Lock Smith for \$6,700.00 .

Members of the Board voiced concerns over the need to rekey Joshua Plc due to the possibility that Jeremiah's speculation that a master key was in possession of an unauthorized person was unfounded due to a lack of evidence. Jeremiah's speculations were supported when residents have gained access to the hot water heaters and other secured areas without management's approval. Jeremiah also reported to the Board that the Authority is mandated to change the locks on units when they are vacated, which has not been done in the past. When a unit was vacated, the Authority would rotate out the lock cylinders with an extra lock.

After some discussion on the Authority's & personal liability, and concerns on how the residents would receive their new keys, Jeremiah Blankenbaker's request was placed before the Board for approval.

Motion to approve Lock-Out Locksmith's quote to rekey Jousha Plc. Daniel Jachimczyk motioned⁶ to approve Lock-Out Locksmith's quote to rekey Jousha Plc as is. The motion was seconded by Colin Humphries, which upon being put to a vote was passed unanimously

9. **Adjournment:**

Motion: Donald Cristina motioned⁷ at 7:15 p.m. there being no further business to come before the Board, that the meeting be adjourned. The motion was seconded by Daniel Jachimczyk which upon being put to a vote was passed unanimously and the meeting was adjourned. (The next regular meeting is scheduled for **Tuesday, May 13th, 2025 at 6:00 p.m.**)

Respectfully submitted,

Jeremiah Blankenbaker
Executive Director